



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Department of Transportation Division of Operations Office of Equipment Management 3720 Durham Park Rd. Decatur, GA. 30032	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number	86-74
Application Number			Date Received AUG 22 1986	Date Completed SEP 8 1986
2. Person to Contact Pat Harris		Working Title Senior/Secretary Typist	Telephone Number 292-5876	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1940 Present		5. Records Series Title (followed by title used in office, if different) Motor Vehicle Inventory Records		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Division of Operations provides staff support to the Department in the areas of Maintenance, Utilities, Traffic & Safety, Equipment Management, Permits and Enforcement and 7 districts of the Department of Transportation. The Office of Equipment Management is responsible for equipment purchasing, repairing, inventory control and selling or cannibalizing and operation of the state-wide Motor Pool.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining inventory control and maintenance data on motor vehicles owned by the Department. Included are: Inventory Cards (Form 220) for each vehicle containing vehicle description; serial number; DOT inventory number; purchase date and price; name of seller; record of assignment; maintenance chronology; and final disposition data. File is arranged: Numerically by DOT Number				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>8</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1/2 C.F. Yearly</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? Purchase Order is the Official Copy
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? Long as vehicle is active
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Transferred to CAMS All reports are available in CAMS
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Files are needed for administrative reference until all charges against equipment are officially closed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Pull the card from active file once the motor vehicle is sold or cannibalized and place in inactive file ; cut off inactive file at end of each fiscal year; hold in current files area 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Don J. Vanhook</i>	8-18-86	<i>Marcia B Beck</i>	8/20/86

State Records Committee (Signature)		Date
State Auditor/Designee	<i>W. J. Feeter</i>	8-29-86
Secretary of State/Designee	<i>Edward Welton</i>	9/5/86
Attorney General/Designee	<i>[Signature]</i>	9/5/86

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)